

**FSCS Steering Committee Meeting  
State Plaza Hotel, Washington, DC  
September 19-21, 2005**

**Attending:**

SDCs Elected: Patience Frederiksen, Chair, Kit Keller, Frank Nelson, Ann Reed, Lynn Shurden

SDCs Appointed: Darla Cottrill, Keith Lance, Libby Law

ALA: Denise Davis

Census: Patty O'Shea, Cynthia Jo Ramsey

COSLA: Suzanne Miller

IMLS: Mary Chute, Mary Downs, Rebecca Danvers, Michele Farrell, George Smith

NCES: Adrienne Chute, Barbara Holton, Elaine Kroe, Jeff Owings, Jeff Williams

NCLIS: Trudy Bellardo Hahn, Neal Kaske, Kim Miller

Synergy Enterprises, Inc: Sean Grobe, AJ Bantug

Informata - Bibliostat: Cerisa Meunier

The meeting was called to order and introductions were made.

**Appointed Steering Committee Members**

Two of the appointed Steering committee members will be retiring shortly. Alan Zimmerman agreed to serve as chair of the Data Collection Subcommittee, replacing Darla Cottrill. Libby Law agreed to continue serving as secretary.

**KNOWLEDGE SHARING EPISODES**

**NCES**

Jeff Owings announced that the President has nominated Mark Schneider to be the new NCES Commissioner. Acting NCES Director/Commissioner Whitehead is concerned about the delays in release of data and has instituted a review of the NCES program to improve response time. He has mandated the release of data within 18 months next year, 16 months the next, 14 months the next, and 12 months the next. Jeff Owings has begun a 1-day turnaround of data and staff is being held to the timeline. NCES is experiencing problems with staffing, as employees are reaching retirement and supervisors experience difficulty filling positions because of the high cost of housing in the DC area.

A new Data Analysis System (DAS) is being implemented to allow users to manipulate and analyze data. All data will be able to be analyzed on-line. The tool should be available by Thanksgiving. Training in the use of the tool will be provided for the library community.

NCES is moving toward web based data collection with user-friendly software to improve timely access to data. Those submitting data will have access to data submitted by others.



**Public Library Survey:** Jeff Williams reported that the FY03 Public Library Survey data file was released in June. The E.D. Tab is scheduled to be released Thursday, September 22. A timeline was distributed documenting the processing of the 2003 data.

**State Library Agency Survey:** All states responded. The FY04 E.D. Tab is scheduled to be released in October. There will continue to be separate publications for the E.D. Tab and the Report, but they will be released simultaneously.

**Academic Survey:** There was an 88% response rate for the FY04 Survey. NCES has received the un-imputed data from Census. The 2002 E.D. Tab is in final processing stage. The data file and E.D. Tab should be released in November.

**School Library/Media Center Survey:** Barbara Holton is the survey manager. A 50-year historical report has just been released, which includes a summary page for each state. The next survey (2003) will be part of the School and Staffing Survey and is scheduled for a 2006 release.

## **CENSUS**

FY03 data – E.D. Tab has been sent to NCES.

FY04 data – 6 states are still in the edit process (KS, IL, IN, NH, NJ, SD, NJ). Two additional states (IL & SD) reported as part of Group 3. No territory successfully submitted data. When edits are completed, the revised un-imputed data will be sent to NCES. The imputation methodology is being reviewed.

There was a discussion about lack of data from the territories. George Smith agreed to include a segment on the importance of submitting FSCS data in his IMLS training session for the territories scheduled soon. Keith Lance and Alan Zimmerman will also include a plug for submission of data in their sessions at the IMLS training session for state based programs.

FY05 data -- Census is preparing the WebPLUS Conversion Project tool and provided a demonstration for the Steering Committee. Post collection editing of the data by the states is being discussed. The Data Collection Subcommittee discussed the on-line users guide, including Keppel edits as a crucial element for locking data, and data training to be provided at the Annual Conference. (See subcommittee report for more details.

The Steering Committee discussed providing un-imputed data to Bibliostat. NCES cannot release data directly to Bibliostat, however; data can be given to each state and each state can give their data to Bibliostat.

## **NCLIS**



Trudy Bellardo Hahn introduced Neal Kaske and reported that NCLIS is gearing up for the 2006 awards for health information program with judges from each state. Libraries are being encouraged to nominate their own programs for this new award.

A one and a half day symposium on Libraries in Transition in cooperation with the University of Michigan will be held in March 2006.

School library impact on education achievement conference is being planned in cooperation with a commercial publisher. Laura Bush has expressed interest.

Two new commissioners have been nominated to NCLIS.

## **IMLS**

Mary Chute will serve as Acting Director of IMLS until a new director is appointed.

The Book Festival begins Saturday.

The Fall Annual Conference for State Programs will focus on the 2<sup>nd</sup> 5-year evaluation. Keith Lance and Alan Zimmerman will be providing a session on using NCES data and Stephen Abrams, SIRSI VP of Innovation, will be a speaker.

An OBE taskforce program will present information about the outcome based tools developed to evaluate summer reading programs. Two states have expressed interest in doing social research on the impact of summer reading programs.

The announcement of the National Awards for Library and Museum Services were delayed because of Hurricane Katrina.

Michele Farrell has been appointed to serve on the statistics committee of IFLA.

IMLS is developing an analysis of impact trends of museums and library service of IMLS grants to identify best practices. The October 27 White House Conference on Youth will include information of the impact of IMLS grants on both youth at risk and youth in general.

National Leadership Grants will focus on different areas each year. This year the focus is be on youth, advancing learning communities, digitization and research, providing an opportunity to highlight what SLAAs are doing at the local level. IMLS plans to focus on different areas each year. The areas of focus for next year is under development; a productive aging population is being considered.

IMLS new web site, scheduled for release in October, will make resources available on grants that have been awarded and make other products available.



IMLS in collaboration with the Corporation for Public Broadcasting will present a videoconference program on “How to Partner” on November 30. This program will be part of their joint Partnership for a Nation of Learners effort.

IMLS is providing support for the states impacted by Katrina with links to information on web site.

## **ALA**

Denise Davis distributed a written report and explained the status of the Fast Response Survey. The methodology test is taking place this week, with letters to public libraries planned for next week. Research is a top mandate for all divisions. Denise Davis is working with a number of offices in ALA to make people aware of what is going on at ALA and all the research initiatives.

See attached report.

## **COSLA Research and Statistics Committee**

Suzanne Miller thanked NCES for the quick turnaround of the StLA Survey data and expressed regret about the tardy E.D. Tab release of FSCS data and its impact on the usefulness of the data. She expressed the desire to ensure continued good communication between NCES and COSLA and encouraged NCLIS to keep COSLA informed of any problems that impact on the timely release of data. She also expressed COSLA’s interest in the Librarians in the Workforce research program.

Neal Kaske reported that the comparison tables and analysis begun by Bob Molyneux will be continued.

## **OTHER BUSINESS**

**Hurricane Katrina:** Lynn Shurden reported on the status of libraries in Mississippi. The state has passed a \$2.1 million bond for use in the areas hit by Hurricane Katrina. The State Librarian is scheduled to appear on NPR and is working with ALA to use the ALA web page to accept donations by credit card.

**Suppressed Data:** Jeff Williams reported on the suppression of the salary data for libraries with fewer than 3 FTE staff. He will send a memo to Jeff Owings asking him to talk with the new commissioner about the policy and report at the December Steering Committee meeting.

**NCES Web Tool:** It is difficult to find the Locator (under Find a School) and the FSCS data has not been updated. Jeff Williams reported that delay in updating data on the web is for all NCES products and that the FY03 data, which was suppose to be added in June, should be in the Locator soon. Jeff Williams will follow-up on this.



**SDC Manual:** Libby Law, Lynn Shurden and Ann Reed met to review. This will be discussed in December.

**Timeline:** Jeff Williams reviewed the NCES timeline. Kim Miller will post the merged NCES and Census timelines on the NCLIS web.

**FSCS Brochure:** Patience Frederiksen has revised the FSCS brochure. She will send it to Kim Miller. Michelle Farrell will send both Kim Miller and Patience Frederiksen an electronic copy of the new IMLS logo to add to the brochure.

**E-Rate:** The E-rate issues related to the FSCS ID number were discussed. Patience will update the handout reminding SDCs that this is NOT a required field in E-Rate applications.

**Late Data:** There was a discussion about the problems related to the addition of 2 states reporting data during the Group 3 period and about edit follow-up problems. Suzanne will contact the State Librarians (IN, IL, SD, NH, NJ, KS)

SDCs will be asked to let Kim Miller know when they will no longer be serving as their State's data coordinator. Kim Miller will notify Suzanne Miller of new SDC appointments so Suzanne can contact State Librarians about the importance of notifying NCLIS when a new SDC is appointed and sending SDCs to the annual conference for training.

**Minutes:** The minutes for the June meeting were reviewed. Revised the sentence under FSCS Timeline, page 6 to read Libby Law provided a draft for the SDC manual.

#### **Officers and Subcommittee Chairs:**

The nominations are:

Chair: Ann Reed

Vice Chair: Kit Keller

Data Conference Chair: Kit Keller

Data Collection Chair: Alan Zimmerman

Data Elements Chair: Keith Lance

Data Use Chair: Frank Nelson

(Note. In October, the following change was made: Chair Data Elements Subcommittee – Frank Nelson and Chair of Data Use Subcommittee – Keith Lance.)

**Accomplishments:** The 2005 accomplishments were reviewed. Among the accomplishments were: The development of the Mary Jo Lynch Award, the development of written mission and values statements, the development of the FSCS brochure, the development of WebPLUS by Census, the development of the SDC corner on the NCLIS webpage, the development of a blog to address and track FAQ's, addressing the e-rate issues, regular attendance by a COSLA representative, the creation of the Bibliostat



Collects Users Group (BUG), and progress toward new and revised data elements based on systematic review of data elements.

**Eckard Award:** The Steering Committee reviewed the 3 web sites (CA, KY, WI) nominated for the Eckard Award by the Data Use Subcommittee. The Wisconsin site was selected to receive the award.

**WebPLUS:** Cynthia Jo Ramsey introduced the site and Eric Karlson demonstrated the features included. The site is to be made available to SDCs by December 9. Keppel edits must be completed before data can be locked.

**Request for Input:** Neal Kaske asked Steering Committee members to help him by letting him know what changes need to be made to the FSCS Public Library Survey program and to suggest possible solutions. He provided a form for this and indicated that e-mail could also be used. His e-mail address is: [nkaske@nclis.gov](mailto:nkaske@nclis.gov)

**SDC Web Page:** Steering Committee members were encouraged to visit the new SDC page on the NCLIS web site, which is under development.

**Blog Issues:** The blog will not replace the SDC listserv. The listserv will continue to be used for official comments and to call attention to new topics being discussed on the blog. The blog will be used to track data element questions and answers and to address issues of concern to the other subcommittees. The FSCS chair will be responsible for making sure that issues are posted to the blog. Subcommittee chairs are responsible for posting information about their subcommittee issues. Keith Lance and Kim Miller will work out any issues and announce the blog at the December conference. Ann Reed will design a blog bookmark (or rolodex card) for distribution at the conference.

**Mary Jo Lynch Award:** A juried panel is in place, but no applications were received by the deadline. An award will be presented next year. Lynn Shurden will write Mary Jo informing her of the status of this award.

**December Agenda Items:** SDC manual/check-list, Jeff William's report on the discussion of suppression of the salary data for libraries with fewer than 3 FTE, and the development of the data element ballot. Keith Lance will solicit pro and con statements for proposed data element changes endorsed by the SDCs and ask for immediate response from SDCs. He will encourage SDCs to discuss issues on the blog and refer those responding to the list to the blog.

**Conference Dates:** There was a discussion of the issues relating to changing the date for the 2005 conference. Jeff Williams was asked to look into booking a conference site for 2006 as soon as possible.

See Subcommittee reports for additional information.



## **Pros and Cons with September Meeting**

### **Pros**

Hotel rooms good  
Welcome AJ Bantug  
Full attendance – all parties represented  
Good representation by federal agencies  
Libby back  
Neal on board  
WebPLUS  
Nice big meeting rooms  
Working with such a hard working group  
Flying into National

### **Cons**

Hotel – no place to eat, slow elevators, far from metro, restroom on different floor than meeting rooms  
Late booking of the hotel  
Light show (and lack thereof)

The meeting was adjourned at 3:45, September 21.



**SUBCOMMITTEE REPORTS:** Below is a rough draft subcommittee report that was sent to the chair of each subcommittee for review.

**DATA COLLECTION SUBCOMMITTEE:** Darla Cottrill, Chair

The change of date came as a surprise to members of the subcommittee. The subcommittee recommends sending another notice to SDCs alerting them to the dates of the 2005 conference.

The subcommittee reviewed the Census packet distributed prior to the meeting, including the instructions for importing, keying, and matching data, and how to correct data edit findings. The subcommittee decided that it is best for Census to make changes to data once the data has been locked by the state. The Keppel edits will be mandatory edits and must be addressed before the data can be locked. After the discussion, the subcommittee authorized Census to make any additional decisions without further input from the subcommittee.

The following issues to be posted on the blog were identified: legal service area, metro status, unduplicated population.

**DATA CONFERENCE SUBCOMMITTEE – Ann Reed, Chair**

Attending: Neal Kaske, Kim Miller, Lynn Shurden, Jeff Williams, Suzanne Miller, Libby Law

Ann reported that the date changes for the conference resulted from delays in booking a site. Gerry Rowland was contacted about the site. He expressed gratitude for being contacted and said that he no longer has a problem with the site. The conference dates were changed to December 12-15 and the locations will be Embassy Suites, Chevy Chase Pavilion, Washington, DC. There was a discussion about the need to go ahead and set date and contract with a hotel for the December 2006 conference

There was a discussion of the contents for the notebook for new SDCs. Information about the new blog and the Bibliostat Users Group (BUG) are to be added.

Sean Grobe will post registration information on the web site by mid-October.

Sean Grobe and BJ Bantug will develop a list of evening entertainment options.

Lynn Shurden will provide a list of mentor questions to SDCs prior to the conference.

The conference agenda was thoroughly reviewed and revised. Ann will revise the draft conference agenda and send a clean copy to members of the steering committee.

**New SDC training (Monday afternoon)**

There are 4 new SDCs:



Doug Abrams (UT),  
Marc Galbraith (KS),  
Ron Winner (IL), and  
Cathy Van Hoy (OK)

Welcome – Ann Reed  
FSCS - Overview/History – Frank Nelson  
Steering Committee Structure & Policies – Kit Keller  
SDC Job Description – Lynn Shurden  
Frank Nelson – Design & structure data element –  
Frank Nelson - Include information about Blog

Reception & Gift exchange: The reception will be held on Monday evening from 4:30-5:30 or at a place and time Sean Grobe can coordinate with the hotel manager's reception. Ann will coordinate with the reception/gift committee. A reasonable cost range for gifts was discussed and \$15 was suggested.

Mary Bayka will be the luncheon speaker. Kit Keller will contact her and provide the information to Kim Miller. Kim Miller will send a letter confirming date and time.

Kathleen Rief will provide the keynote address. Ann Reed will contact her to confirm the topic and time of presentation. Ann will introduce the speaker.

Ann Reed will invite John Bertot to present information about his Internet Survey.

Patience Frederiksen will survey non-buggers to identify an alternate concurrent session topic for those SDCs not using or planning to use Bibliostat Connect for collection of data.

Tables are to be provided at the first general session so that mentor group can sit together. An announcement will be placed in a prominent place on the program agenda.

Mentors are to arrange for their mentor groups to meet for lunch together. Sean Grobe will prepare a list of restaurants for the mentors so that arrangements can be made ahead of time.

Lynn Shurden will send Ann Reed information about the Community Analysis, Use of Data and where to find it program which she and Keith Lance are preparing.

Candidate Forum: Candidates for the Steering Committee are to be introduced before lunch. The deadline for casting a vote will be 9 a.m. on Thursday morning.

Partner Reports: Ann will inform partners of time limits and Kit Keller will serve as timekeeper.

WebPLUS presentation – A slide show overview of the new software.



Lynn Shurden will present information about the Mary Jo Lynch Award.

Sean Grobe is to check on hotel Internet connectivity for WebPLUS demo/hands-on with up to 5 computers

Lynn will get with Keith about community analysis/find & present local data and report back to Ann.

Web site is to be ready for conference registrations by mid-October.

Those with responsibility for contacting speakers and/or conducting sessions are to provide title, abstract and equipment needs to Ann by October 20.

Cynthia Jo Ramsey will combine the NCES and Census timelines and give to Kim for the conference packets and posting on the web.

There was a discussion of the new SDC manual. A review of the manuals from several states indicated that most information included is state-specific. The subcommittee decided to replace the manual with a checklist. Ann Reed, Libby Law and Lynn Shurden will develop a check-list – what to do first document for the handout/notebook. Information to be included will be: How to begin, What to do first, Time-line, Data Cycle, and Examples of Smelly Data. SDC will be asked to evaluate the usefulness and if it is found to be useful, it will be developed into a web publication. Lynn will develop a sheet of examples on how to spot smelly data.

Lynn Shurden will coordinate Show and Tell.

Ann Reed will work with Frank Nelson, Michael Ervin and Cynthia Jo Ramsey on a FSCS template table structure in Access.

### **Concurrent Session Topics**

Joe Collins – Jeff Williams will contact and verify arrangements.

Bug – Ann Reed is to contact Ira.

Non-bug session – Patience Frederiksen is to contact SDCs to determine what they want.

WebPLUS – slide VS hands-on – Census is to let Ann Reed know if they will be able to provide a hands-on with up to 5 computers

Using Data in Planning – Neal Kaske Ann Reed will send SDC survey responses to Neal.

Training local librarians in collecting data – Kit Keller is to contact Marianne Kotch. WebPLUS: (see above)

Excel or Access – Kit Keller is to contact Alan Zimmerman.

Cool Data: How to find and present local data – Lynn Shurden. She will talk with Keith Lance about this session.

Eckard Award site review session.



Mentor session.

### **General Session Topics**

Keynote – Kathleen Rief

John Bertot's latest Internet Study – Ann Reed to contact John Bertot about time and arrangements.

Data Elements – Part I (new, revised, deleted elements) .

Data Elements – Part II (questions and announcement of the blog – FSCS Jeopardy.)

Awards lunch – Mary Baykan. Partners (NCLIS, NCES, and chair of steering committee) will present the awards.

SDC Caucus and Vote on Thursday 9 a.m.

**DATA ELEMENTS SUBCOMMITTEE:** Keith Lance, chair

Attending: Ann Reed, Frank Nelson, Libby Law, Denise Davis, Neal Kaske, Barbara Holton, Michele Farrell, Patty O'Shea, Elaine Kroe, Kim Miller, Suzanne Miller, Cerisa Meunier (Informata: Bibliostat Collect), Cynthia Jo Ramsey.

Conference timeline. Session 1 will be used to present new, revised, and deleted data elements. Session 2 will be used to address questions and presentation of information about the new FSCS blog. The person developing the data element will be responsible for presenting it at the conference.

Keith Lance will post information about the proposed Data Element changes endorsed by SDCs and invite comments (pro & con). SDCs are to be encouraged to use the new blog for the discussion.

Assignments for the development and presentation of data element proposals/changes:  
Ann Reed -- Circulation definition issues.

Denise Davis -- Number of Users of Public Internet Terminals based on the Bertot definition. This is to be proposed as a replacement for Number of Users of Electronic Resources.

Denise Davis -- Database License Issue -- 3 levels: local, consortia, state.

Keith Lance -- Number of Visits to Home Page.

Suzanne Miller -- Number of Registered Borrowers using the Output Measures guidelines for purge files of inactive users within last 3 years.

?? – Revision of the cooperative definition. Changes: Do not include OCLC or any of its regional.... Do not include multiple-outlet administrative entities (e.g., libraries with branches and that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

?? -- Audio books download: The subcommittee decided to revised the current definition to make it clearer that audio book downloads are to be reported as audio by adding (e.g., downloadable audio recordings) to the end of the definitions.

?? -- Zip+4 for location address. The subcommittee decided to delete this data item since it adds no value to the data set.



Keith Lance will notify SDCs to bring any data element questions to the conference and will present information about the new blog.

Other data element discussion:

Operating Income: The subcommittee decided to research the history of the definition and make no changes at this time

Visits: The potential problem of double reporting of visits was discussed. The subcommittee decided that there is nothing the steering committee can do about this.

Virtual reference: The subcommittee decided that it is clear that virtual reference is to be included in the count of reference questions.

Circulation issue: Keith Lance will provide an official response to the question about excluding the count of computer use as part of the circulation when the automated system is used to track computer use.

**DATA USE SUBCOMMITTEE:** Lynn Shurden, chair

The subcommittee reviewed the state web sites for presentation of the Eckard award.

Three sites were selected for presentation to the Steering Committee. The Steering Committee selected the Wisconsin site to receive the award.

The suppression of salary data for libraries with fewer than 3 FTE staff was discussed.

The subcommittee proposed the addition of a link on the NCES web page directing users to check the state's web page for this information.

Mary Jo Lynch Award – A juried panel is in place, but no applications were received by the deadline. An award will be presented next year. Lynn Shurden will write Mary Jo informing her of the status of this award.

The subcommittee discussed revisions of the MJL brochure designed by Patience Frederiksen. Kim Miller will have 25 copies printed for each state to be distributed at Conference and post an Adobe version on the NCLIS web page. Patience Frederiksen will send a one-page announcement to Denise Davis, who will use it to develop a press release.



## **To Do List - September 2005**

All: Get program topics, abstracts and equipment needs to Ann Reed by October 20.

All: Look at the new SDC page on the NCLIS website.

All: Let Neal Kaske know about and changes or improvements you think need to be made to FSCS Public Library Survey.

Steering Committee Chair: Responsible for ensuring general issues are posted and official responses made to the FSCS Blog.

Steering Committee Subcommittee Chairs: Responsible for posing sub-committee issues and official responses to the FSCS blog.

CENSUS: Make WebPLUS available to states by December 9.

Data Elements Subcommittee: The person developing the data element is responsible for presenting it at the conference. Session 1 will be used to present new, revised, and deleted data elements. Session 2 will be used to address questions.

Denise Davis: Develop a proposal for Number of Users of Public Internet Terminals based on the Bertot definition to replace the current Number of Users of Electronic Resources.

Denise Davis: Develop an expanded definition for Number of Databases, addressing the license issue -- 3 levels: local, consortia, state.

Denise Davis: Prepare news release on MJL Award program.

Michelle Farrell: Send new IMLS logo to Ann Reed and Kim Miller for FSCS brochure.

Patience Frederiksen: Update the e-rate handout reminding SDCs that the FSCS ID Number this is NOT a required field. This is to be posted on the BLOG also.

Patience Frederiksen: Send revised FSCS general brochure to Kim.

Patience Frederiksen: Revise the one-page data sheet on MJL award and send it to Denise Davis.

Patience Frederiksen: Contact non-buggers about topics for breakout session.

Patience Frederiksen: Ask SDCs to assist with the identification and solicitation of candidates for the Mary Jo Lynch Award by adding a link to the Mary Jo Lynch page on the NCLIS web site, asking the library schools to post an announcement on the student's



listserv, direct contact with local library school staff, and looking for papers in their states.

Patience Frederiksen: Ask Alan Zimmerman to send information to George Smith to use in his work with the territories.

Neal Kaske: Present a concurrent session “Using Data in Planning”.

Kit Keller: Contact Mary Baykan about title for general luncheon address an abstract of the presentation and equipment needs and send information to Kim Miller, who will send confirmation letter.

Kit Keller: Contact Marianne Kotch about concurrent session on training local librarians in collecting data.

Kit Keller: Contact Al Zimmerman about Excel/Access presentation.

Kit Keller: Contact Alan Zimmerman about Eckard Award wording.

Kit Keller: Serve as the time-keeper for Partner Reports – 10-15 minutes each.

Keith Lance: Develop a proposal for Number of Visits to Home Page.

Keith Lance: Notify SDCs to bring any data element questions to the conference.

Keith Lance & Alan Zimmerman: Include a plug for FSCS data in training sessions at the annual IMLS conference for LSTA Coordinators.

Keith Lance: Post information about proposed data element changes endorsed by the SDCs and invite pro and con statements.

Keith Lance: Provide an official response to the question about excluding the count of computer use as part circulation when an automation system is used to track computer use.

Keith Lance and Kim Miller: Work out blog issues and announce the availability of the blog at the conference.

Libby Law: Incorporate revisions into the handbook for new SDCs.

Mentors: Invite members of mentor group to Dutch Treat lunch and make reservations.

Kim Miller: Send another notification about conference date changes to the SDCs.

Kim Miller: Send procedures for posting information to the blog to steering committee chair and to the subcommittee chairs.



Kim Miller: Include information about the blog in the New SDC Notebook and in the handouts for those attending the conference.

Kim Miller: Post NCES & Census timelines, which Cynthia Jo Ramsey will provide, to the web.

Kim Miller: Notify Suzanne Miller when new SDC appointments are made.

Suzanne Miller: Ask State Librarians to notify Kim Miller of changes to the appointment of SDCs as quickly as possible.

Suzanne Miller: Contact State Librarians when new SDCs are appointed to remind them of the state's responsibilities and about training and assistance that is available.

Suzanne Miller: Contact the State Librarians (IN, IL, SD, NH, NJ, KS) about submission and reporting and/or edit issues

Suzanne Miller: Develop a proposal for Number of Registered Borrowers using the Output Measures and purge within last 3 years.

Patty O'Shea: Notify Ann Reed about status of WebPLUS slide presentation vs. hands-on presentation as soon as possible.

Cynthia Jo Ramsey: Merge the NCES and Census timelines and send to Kim Miller for posting on NCLIS web.

Ann Reed: Invite John Bertot to present general session on recent Internet Study.

Ann Reed: Send a revised copy of the conference agenda to members of the Steering Committee.

Ann Reed: Contact members of the Conference Reception Committee by October 17 about theme for gift exchange.

Ann Reed: Survey SDCs about use of data for planning and send the responses to Neal Kaske.

Ann Reed: Develop a proposal to address the Circulation definition issues.

Ann Reed: Develop a bookmark (or rolodex card) to promote use of the blog for distribution at the conference.

Ann Reed: Notify Partners about amount of time each has and ask each to bring a handout about issues addressed.



Ann Reed: Contact assigned keynote speaker for title, abstract and equipment needs.

SEI: Check on status of Internet connectivity for Census' WebPLUS hands on session for up to 5 stations.

SEI: Coordinate the time and place for the FSCS conference reception with hotel management.

SEI: Develop a list of entertainment options.

SEI: Develop a list of places for mentor lunch and send to mentors by mid-October.

SEI: Post registration for Conference on Web site by mid-October.

Lynn Shurden: Write Mary Jo Lynch about status of award program.

Lynn Shurden: Send a cover letter with a copy of the Mary Jo Lynch Award brochure to each library school.

Lynn Shurden: Coordinate Show & Tell at the conference.

Lynn Shurden: Send mentor questions to SDCs prior to the conference.

Lynn Shurden: Consult with Keith Lance about Community Analysis: Finding & Presenting Local Data and notify Ann Reed of status for concurrent session for the conference.

Lynn Shurden: Develop examples of ways to identify smelly data – 3 examples and send to Libby Law.

George Smith: Include a session on the importance of submitting FSCS Public Library Survey data in his IMLS training for the Territories.

Jeff Williams: Ask Jeff Owings to ask the new commissioner to re-visit the issue of suppression of the salary data for libraries with fewer than 2 FTE staff and report back to the steering committee in December.

Jeff Williams: Encourage the posting of the FY03 data to the tools as quickly as possible and report progress in December.

Jeff Williams: Arrange for Joe Collins to conduct concurrent session and notify Ann Reed of status by mid October.

Jeff Williams: Check into booking conference hotel for 2006 and meeting sites for all Steering Committee meeting as soon as the dates are known (immediately after the December 2005 Steering Committee meeting.)



Alan Zimmerman & Keith Lance: Include a plug for FSCS data in their training sessions at the annual IMLS conference for LSTA Coordinators.